



DEPARTMENT OF THE ARMY  
UNIT NAME  
UNIT ADDRESS  
CITY STATE, ZIP CODE

(Office Symbol)

(Date)

MEMORANDUM FOR Commander, U.S. Army Recruiting Command, ATTN:  
RCRO-SP, Fort Knox, KY 40121-2725

SUBJECT: Security Clearance Verification for **(Last Name, First Name, Middle Initial)**

1. References: AR 380-67, Personnel Security Program, 24 Jan 14.
2. (Security Manager) has confirmed the security clearance for the following individual:
  - a. Name:
  - b. SSN:
  - c. Highest Clearance Level: **(Clearance) (Date Granted)**
  - d. Granted SECRET Date: **(Date Granted)**
  - e. Resubmission date: **(Date of resubmission) (status in JPAS:Received/Scheduled)**
3. If the clearance is within 180 days of expiration the investigation will need to be resubmitted once the clearance reaches the 30 day window of expiration.
4. The point of contact for this memorandum is **(Your S2 Security Manager's Name, Phone Number, and E-mail address.)**

**S2/Security Manager's Signature  
block with Signature**

**\*\*\*\*Security manager should follow sample memorandum format exactly.**

**\*\*\*\*Applicants with a JPAS status of "Denied" or "No Determination Made" in Para 2. can not apply for Warrant Officer. Please consult Security Manager for possible resolutions.**

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